



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Recruitment Manager
Division of Human Resources

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

We are looking for a Recruitment Manager (Manager) with strong organizational and management skills and who will bring passion for mission, team, and continuous improvement to their work. The Manager will lead a 6+ member recruitment team responsible for the full range of employee and labor relations for an agency of more than 1900 FTEs. The ER Manager reports to the Assistant Superintendent of HR.

Key functions of the Recruitment Manager include:

- **Managing, troubleshooting, and streamlining HR operations and processes**
 - Managing, streamlining, and continuously improving all agency recruitment and position management related processes
 - Tracking and reporting on key metrics related to these functions
 - Supporting the development of tactical tools and technology to improve processes as well as communications to internal and external stakeholders
 - Overseeing and managing high-profile, high-stakes agency-wide projects as needed
- **Managing the Recruitment team**
 - Inspiring, mentoring, and leading a team of 6+ employees, including a senior team lead
 - Serving as point of escalation and thought partnership for the team
 - Building capacity on the team by setting expectations for and coaching current and emerging leaders, strengthening collaboration and alignment of the HR leadership team members, and ensuring intentional professional development for entire team

Our ideal candidate will also have:

- A knack for learning and analyzing systems and processes for improvement
- Strong organization and project management skills, with the ability to dig into details of numerous dependencies and delegate as appropriate
- Skill, commitment, and passion for people
- Demonstrated customer service mindset with an unrelenting focus on being resourceful and creative to find a solution to any challenge
- Ability to articulate a vision and inspire others to follow
- Excellent interpersonal and collaboration skills, facilitation expertise, and indirect management experience
- Understanding of and demonstrated ability to operate with a talent mindset
- Familiarity with operating in a mid-to-large size organization or government environment is strongly preferred

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.